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IV-CM Check Message Table

The Check Message Table contains agency defined messages that are used to print on checks. The CM table consists of a four-digit code and message title and can have up to five lines of text. The table can be accessed through table maintenance screen **I.13: Check Message Table**. This table can also be accessed through the financial input screens **C.1.4: Office Revolving Fund** or **C.1.5: General Purpose**. Records can be changed or added during financial input

STRUCTURE

The Check Message Table is divided into two segments: the control key and informational elements. The control key identifies each CK MSG ID record and contains the Organization Code. The Organization Code identifies the agency. The CK MSG ID Code is a four-digit, alpha-numeric code assigned to each Check Message.

The informational elements segment contains the Title and message lines:

NOTE: The Title field and message lines are limited to 14 characters.

INPUT CODING

A listing of the fields contained on the Check Message Table Entry screen and/or on the activity reports is shown in Exhibit IV-CM-1. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Check Message Table Entry screen is keyed from the Check Message Table Entry Form (CALSTARS 13). The form, shown in Exhibit IV-CM-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/accounting/calstars/forms/>.

All table maintenance must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Log* section of Chapter IV.

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CHECK MESSAGE ENTRY SCREEN

The Entry screen shown here is available through Command **I.13**.

```

9990 I.13: Check Message Entry                                10-17-2011 10:22 AM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

CK MSG ID> ____ MESSAGE TITLE> _____ PURGE> _

LINE 1: _____
LINE 2: _____
LINE 3: _____
LINE 4: _____
LINE 5: _____

Command: _____ LP DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  Log   List      Bkwr  Frwr  Clear      Main

```

Most Check Message Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

If a user attempts to change a record that has previously been changed during a day, a pop-up screen will display asking for confirmation of the modification. An example of the Action Confirmation pop-up screen is displayed here.

```

9990 I.13: Check Message Entry                                09-17-2010 12:14 PM

Function: C (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

CK MSG ID> CK02 MESSAGE TITLE> PENALTY PAYMT_ PURGE> _

LINE 1: PENALTY PAYT_
LINE 2: PER CONTRACT_
LINE 3: _____
LINE 4: _____
LINE 5: _____

ACTION CONFIRMATION

This Message was already changed today. Do you want to change it again?

Press F4 to confirm or F2 to cancel

```

CHECK MESSAGE LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance, **C**=Change, **D**=Delete, **V**=View, and **W**=Print Record, **P**=Print Table, **R**=Recall Maintenance/Print, may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is finished.

```

9990 Check Message List

Function:  _ (P=Print Table)          Go to CK MSG ID   : 1333
          (R=Recall Maint/Print)      Go to MESSAGE TITLE: TEST2

Enter under F below:  (C=Change, D=Delete, V=View, W=Print Rec)
CK MSG
F  ID  MESSAGE TITLE      LINE 1      LINE 2      LINE 3
-  ---  -
-  CK00  PENALTY PAID      PENALTY PAID
-  CK01  SALARY ADVANCE    SALARY ADVANCE
-  CK02  TRAVEL ADVANCE    TRAVEL ADVANCE
-  CK03  THANK YOU        THANK YOU
-  CK04  TO MARY          TO MARY
-  D004  EXP ADVANE        EXP ADVANCE
-  D005  PAID IN FULL      PAID IN FULL
-  E001  EMPLOYEE          EMPLOYEE
-  E124  ADVANCE          ADVANCE

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Log          Bkwrdr Frwrdr Clear          Main

```

The list of Check Message (CM) records are displayed in CK MSG ID order. If the Entry screen is blank when **F5** is pressed, the list of CK MSG ID records will begin with the first sequential record. Otherwise, it will begin with the CK MSG ID record shown when the **F5** was pressed.

To find a specific record, enter the CK MSG ID in the 'Go to CK MSG ID' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field **or** enter a **C**, **D**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order by CK MSG ID. All

maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

CHECK MESSAGE ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4**=Log key on the Entry or List screen is pressed. An example of the screen is displayed here.

```

9990 Check Message Table - Activity Log                                10-17-2011 11:03 AM

Sort: D (D=Date/Time, U=UserID, K=CK MSG ID)
-----Go To----- -Go To-- --Go To--
      DATE      TIME      USERID      CK MSG ID
F  -----
A  99-99-9999  99:99 AM  CSAAAAAA  CK00  PENALTY PAID  PENALTY PAID  1
A  99-99-9999  99:99 AM  CSAAAAAA  CK01  SALARY ADVANCE  SALARY ADVANCE  1
A  99-99-9999  99:99 AM  CSAAAAAA  CK02  TRAVEL ADVANCE  TRAVEL ADVANCE  1
A  99-99-9999  99:99 AM  CSAAAAAA  CK03  THANK YOU      THANK YOU      1
A  99-99-9999  99:99 AM  CSAAAAAA  CK04  TO MARY        TO MARY        1
A  99-99-9999  99:99 AM  CSAAAAAA  D004  EXP ADVANCE    EXP ADVANCE    1
A  99-99-9999  99:99 AM  CSAAAAAA  D005  PAID IN FULL   PAID IN FULL   1
A  99-99-9999  99:99 AM  CSAAAAAA  E001  EMPLOYEE      EMPLOYEE      1
A  99-99-9999  99:99 AM  CSAAAAAA  E124  ADVANCE       ADVANCE       1
A  99-99-9999  99:99 AM  CSAAAAAA  INST  IN ST TRAVEL  IN ST TRAVEL  1
A  99-99-9999  99:99 AM  CSAAAAAA  TRIP  TRIP TO CONV  TRIP TO CONV  1
A  99-99-9999  99:99 AM  CSAAAAAA  OPAY  ONE PAY       ONE PAY       1

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail      Bkwrdr Frwrdr          Main

```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by CK MSG ID when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by CK MSG ID in ascending order beginning with the CK MSG ID of the record previously on the Entry screen or the CK MSG ID of the List screen record where the cursor was positioned. If there are multiple activity records for the same CK MSG ID, those records are displayed by Date/Time with the most recent transaction on top.

Activity records may be re-sorted by keying a **D**=Date/Time, or **U**=UserID in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, or CK MSG ID in the 'Go To' fields available below the Sort field. The first record matching the selection

criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all Check Message Table records can be viewed on the Check Message Entry screen, only the most recent activity records can be viewed on the Log screen. Log records will be available for 3 years online and 4 years offline, a total of 7 years will be retained.

LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a maintenance record, place the cursor on any record line and press **F5=Dtail**.

An example of the Log Detail screen is displayed here.

```

9990 Check Message Log Detail -Date/Time Order          09-21-2006 11:15 AM

Function: A  DATE: 03-22-2005  TIME: 03:50:25 PM  USERID: CSCSXXX

CK MSG ID: CK01  MESSAGE TITLE: SALARY ADVANCE  PURGE: 1

LINE 1: SALARY ADVANCE
LINE 2: FOR FIRST TIME
LINE 3: BUSINESS TRIP
LINE 4: SAN DIEGO
LINE 5: CALIFORNIA

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit          Bkwr  Frwr          Main

```

NOTE: Depending on the sort order selected the heading of the screen will differ.

The **F7** and **F8** keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

TABLE MAINTENANCE FUNCTIONS

The following functions (except **P**) are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key an **A** in the Function field, the CK MSG ID, and the appropriate values in the informational elements fields to **Add** a record to the CM Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the CM file. A fresh screen is displayed with blank data fields, and a message confirming that the CM Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.

C= Change

From The Entry Screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the CK MSG ID field, and press **Enter** to **View** a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate values in the CK MSG ID field, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the CM record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the F action column to the left of the desired CM record(s), and press **Enter** to display the record on the Entry screen. Key over the fields to be changed and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

NOTE: To blank out (delete) information on input fields, use the delete key or the space bar. Dollar signs are no longer used in Change transactions to delete information on input fields.

D=Delete

From The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**.
- (2) Key a **V** in the Function field, the appropriate values in the CK MSG ID field, and press **Enter** to **View** a record. Key a **D** in the Function field, and press **Enter**.
- (3) Key a **D** in the Function field, the appropriate values in the CK MSG ID field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. The pop-up screen is shown here.

| |
|--|
| <p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete Check Message Record</p> <p style="text-align: center;">Press F4 to confirm; F2 to cancel</p> |
|--|

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the CM Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the CM Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

N=Next**From The Entry Screen:**

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **Print Table** function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the Check Message (CM) Table Listing Report and/or printing the report. An example of the CSB991-2 report is displayed in Exhibit IV-CM-3.

From The Entry Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

From The List Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

When the P Function is successfully invoked, the following pop-up screen appears.

```
9990 I.13: Check Message Entry                                09-17-2010 12:14 PM
Function: P (A=Add, C=Change, D=Delete, N=Next, P=Print Table)

Print/Report File Selection
Check Message (CM) Table

Enter Destination:
F=Report File only
  Report File: CS9999.CSI991-2.TBL-CM.IQ.D2060920.T1437597
P=Printer Output and Report File
  Printer ID : CTP2      Report Class: Z      Report ID: ITBL
  Report File: CS9999.CSB991-2.TBL-CM.IQ.D2060920.T1437597
O=Report Output after Overnight Processing
  Printer ID : CTP2      Report Class: A      Report ID: TBLE

Enter 'Y' to create a fixed format report (suitable for Monarch use)

Press Enter to submit the request, or F2 to cancel
```


Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Check Message (CM) Table Listing Report (CSI991-2).
- P** – Immediately generates an electronic report file of the Check Message (CM) Table Listing Report (CSI991-2) **and** ROPES the Check Message (CM) Table Listing Report (CSI991-2) to an agency printer.
- O** – ROPES the Check Message (CM) Table Listing Report (CSB991-2), including the current days table maintenance, to an agency printer after overnight processing is complete.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

NOTE: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to delete overnight Check Message (CM) table maintenance before it is initiated.

From The Entry Screen Or The List Screen:

Key an **R** in the function field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown here. Use **F2** to return to the Entry or the List screen.

The screenshot shows a terminal window titled "9990 I.13: Check Message Entry" with a timestamp of "10-21-2011 09:13 AM". The main text reads: "Recall Overnight Maintenance/Print Request", "Check Message (CM) Table", "Select one or more with a 'Y':", and a list item "_ Remove the request to Print". It ends with "*** End of Data ***". At the bottom, it says "Press Enter to remove the request(s)." and lists function keys: PF2, Retrn, PF7, PF8, Bkwr, and Frwr.

```
9990 I.13: Check Message Entry                                10-21-2011 09:13 AM

Recall Overnight Maintenance/Print Request
Check Message (CM) Table

Select one or more with a 'Y':

_ Remove the request to Print

*** End of Data ***

Press Enter to remove the request(s).
PF2      PF7      PF8
Retrn    Bkwr    Frwr
```

V=View**From The Entry Screen:**

Key a **V** in the Function field, the CK MSG ID in the respective field, and press **Enter** to View a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI991-2) **and** generates a single record report file from the Check Message Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSI991-2.TBL-CM.IQ.Dcymmmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the CK MSG ID in the respective field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen

From The List Screen:

Key a **W** in the F action column to the left of the desired index record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Check Message Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ❖ **Field look-up assistance** is available for fields that display a “>” (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a “>” and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row

that includes the desired code. The code is automatically inserted on the Entry screen when **Enter** is pressed.

- ★ **General text information** is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key:

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F4=Log—Displays the Check Message Log Activity screen.

F5=List or **Log Detail**—The following two functions are available for the **F5** key:

List—Displays the Check Message List screen.

Log Detail—Displays the Check Message Log Detail screen.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

CHECK MESSAGE TABLE REPORTS

The following reports are system generated:

- ★ (CM) Table Activity Report (CSB991-1) - This report displays all transactions successfully entered online during the work day. It is produced during overnight processing whenever online table maintenance has been completed. The report is displayed in Exhibit IV-CM-3.

The following reports are produced upon agency request:

- ★ Check Message (CM) Table Listing Report (CSB991-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the Check Message screen. The report is displayed in Exhibit IV-CM-3.

NOTE: CSB991-2 and CSI991-2 reports contain the same information and are identical in format. Therefore, only CSB991-2 reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The Check Message (CM) Table Activity Report (CSB991-1) should be proofread to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control. Refer to Volume 1, Chapter XX, Record Retention for Fiscal Reports, for additional information regarding retention of table activity reports and table listings.

EXHIBIT IV-CM-1

| Data Element | Length | Contents |
|--|--------|---|
| <u>Control Key:</u> | | |
| CK MSG ID | 4 | This is a user input field. The CK MSG ID must be alpha/numeric (A-Z and 0-9) and four characters long. Blank , Special Characters, and all zeros are not allowed, the user will receive "CM1 - INVALID CK MSG ID". |
| ORGANIZATION CODE (ORG CODE) | 4 | The Organization Code is automatically set based on the sign on used. It cannot be altered. |
| <u>Informational Elements:</u> | | |
| TITLE | 14 | This is a user input field. The Message Title can include special characters. If the message title is blank an error message will be issued "M05 – TITLE CAN'T BE BLANK". |
| <u>The following five lines of text will contain the agency defined message to be printed on the Checks</u> | | |
| MESSAGE LINES 1 – 5 | 14 | This is a user input field. The message lines must be Alpha-numeric. Special characters are allowed. If first line is blank user will receive "M39 INVALID MESSAGE". Any blank lines after the last populated line will not be printed. |
| PURGE INDICATOR | 1 | This is a user input field. Valid Values are: 0 Purge on next process 1 Purge 1 year after create date 2 Purge 2 years after create date 9 Do not purge If user inputs an invalid value user will receive "V14 INVALID PURGE IND". |
| LAST PROCESSED DATE (LP) | 2+2+4 | The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a transaction is processed. It cannot be altered by the user. |

(revised 4/25/2011)

CHECK MESSAGE TABLE ENTRY FORM

ORG: _____

PREPARED BY: _____

DATE: _____

ENTERED BY: _____

DATE: _____

FUNCTION

1

(A=Add, C=Change, D=Delete, P=Print)

CK MSG ID

PURGE

| | |
|--|--|
| | |
|--|--|

TITLE

LINE 1

LINE 2

A horizontal number line with 11 equally spaced vertical tick marks. The line is enclosed in a rectangular box.

LINE 3

LINE 4

LINE 5

EXHIBIT IV-CM-3

```

CSB991-1 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS CHECK MESSAGE TABLE (CM) ACTIVITY REPORT
                                ***** ORG NUMBER: 9990
                                04/20/2007 (17:58) ***** ORG PAGE: 1
                                ***** RUN PAGE: 1
CK MSG ID  F  MESSAGE TITLE                                PURGE  TRANS DATE TRANS TIME  USERID
-----
                                LINE 1      LINE 2      LINE 3      LINE 4      LINE 5
-----
CK01      C  SALARY ADVANCE
            SALARY ADVANCE  FOR THE MONTH  OF MAY AND JUN  PLEASE KEEP  ALL DOCUMENTS  0    04-06-2006 02:02:50 PM  CSCSXXX

CK02      C  TRAVEL ADVANCE
            TRAVEL ADVANCE  MONTH OF MAY                                0    04-06-2006 02:02:50 PM  CSCSXXX

CK03      C  THANK YOU
            THANK YOU                                0    04-06-2006 02:02:50 PM  CSCSXXX

```

```

CSB991-2 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS CHECK MESSAGE TABLE (CM) LISTING REPORT
                                ***** ORG NUMBER: 9990
                                04/20/2007 (17:58) ***** ORG PAGE: 1
                                ***** RUN PAGE: 1
CK MSG ID  MESSAGE TITLE                                CREATE DATE  LAST PROCESSED DATE
-----
                                LINE 1      LINE 2      LINE 3      LINE 4      LINE 5
-----
CK01      SALARY ADVANCE
            SALARY ADVANCE  FOR THE MONTH  OF MAY AND JUN  PLEASE KEEP  ALL DOCUMENTS  04-01-1988  04-01-1988

CK02      TRAVEL ADVANCE
            TRAVEL ADVANCE  MONTH OF MAY                                04-01-1988  04-01-1988

CK03      THANK YOU
            THANK YOU                                04-01-1988  04-01-1988

```